

<b>REPUBLIKA Y'U RWANDA</b>  <b>REPUBLIC OF RWANDA</b>	 <b>RICA</b> Rwanda Inspectorate, Competition and Consumer Protection Authority
<b>TITLE: APPLICATION FORM FOR MANUFACTURER LICENSING/ IFISHI ISABA URUHUSHYA RWO GUKORA IBIKORWA BY'URUGANDA</b>	<b>ID: RLU/FRM/011</b>

1. Fill in the form in **CAPITAL** letters Only / *Uzuza mu NYUGUTI NKURU gusa.*
2. Please note that making a false statement on this application is an offence and leads to automatic rejection or cancellation of certificate of registration / *Gutanga amakuru atari yo binyuranyije n'amategeko.*

Business Operator details / Amakuru y'umucuruzi				
Type of application/ Icyiciro cy'ubusabe	New / Ubusabe bushya <input type="checkbox"/> Renew / Kuwugurura <input type="checkbox"/>			
Business Name / Izina ry'ubucuruzi			Existing license No/ Numero y'uruhushya usanganwe	
Phone/ Telefoni			Email/ Imeli	
Province/ Intara	District/ Akarere	Sector/ Umurenge	Cell/ Akagari	Village/ Umudugudu
Representative details / Amakuru y'uhagariye ubucuruzi				
Name/ Amazina			Designation/ Icyo ashinzwe	
Telephone/Telefone			Email/Imeli	
Age group/ icyiciro cy'ubukure	Between 18 & 30/ Hagati 18 & 30 <input type="checkbox"/>	Above 30 / Hejuru 30 <input type="checkbox"/>	Gender/ Igitsina	Male/ Gabo <input type="checkbox"/> Female/ Gore <input type="checkbox"/>
Business Details / Amakuru y'ubucuruzi				
Products to be manufactured (Cement, soap, ...) / Ibyo uruganda ruzakora (sima, isabune, ...)				
Premise identification/ Amakuru y'inyubako izakorerwamo				
Premise Registration N° issued RICA / Numero y'icyemezo cy'iyandikwa ry'inyubako muri RICA	Issue date/ Itariki cyatangiyeho		Expiry date/ Itariki kizarangiriraho	
Authorized by/ Byemejwe na				
Applicant/ Representative name / Amazina				
Designation / Icyo ashinzwe				
Date / Itariki				
Signature & Stamp/ Umukono & kashe				
Revision	00	Page 1 of 2	Effective date	February 09 <sup>th</sup> , 2024

**Full application documents/ Ibyangombwa byose bikenerwa mu gusaba uruhushya**

The following documents accompanies this application form when dully filled and signed by authorized representative/ *Ibyangombwa bikurikira biherekeza ifishi isaba, yujuje neza kandi iriho umukono w'usaba:*

- a. A copy of business registration certificate issued by RDB/ *Kopi y'icyangombwa cy'ubucuruzi gitangwa na RDB;*
- b. List of technical staff and their qualifications (staff dealing with quality control and assurance)/ *Urutonde rw'abakozi bashinzwe ibya tekiniki n'ibyo bize (abakozi bashinzwe gukurikiranga ubuziranenge bw'ibicuruzwa);*
- c. Copies of contracts for technical staff/ *Amasezerano y'akazi y'abakozi bashinzwe ibya tekiniki;*
- d. Renting/leasing contract (when renting/leasing)/ *Amasezerano y'ubukode (mu gihe inyubako zikodeshwa);*
- e. Documentation of production process (flowchart)/ *Inyandiko igaragaza urukurirane rw'ibikorwa mu ruganda;*
- f. Documented acceptance/ refusal criteria for selection of raw materials/ *Inyandiko igaragaza ibigenderwaho mu kwemera cyangwa kwanga ibikoresho by'ibanze;*
- g. Copy of staff Insurance (Asset and personnel)/ *Kopi y'ubwishingizi bw'uruganda (imitungo n'abakozi);*
- h. Proof of payment of application fees (If applicable) / *Inyandiko igaragaza ahishyuriwe amafaranga y'ubusabe (mu gihe yateganijwe).*

**Note:** application is submitted in hard copy to RICA Headquarters or by email on [application@rica.gov.rw](mailto:application@rica.gov.rw) and the payment is made via <https://nonfiscal.rra.gov.rw/citizenrecieptGeneration?flag=C>.

For more information please call **9899**.

**Icyitonderwa:** *Ubusabe bwoherezwa ku cyicaro cya RICA cyangwa kuri email: [application@rica.gov.rw](mailto:application@rica.gov.rw). Kwishyura bikorwa uciye ku rubuga <https://nonfiscal.rra.gov.rw/citizenrecieptGeneration?flag=C>.*

*Ukeneye ibindi bisobanuro wahamagara kuri 9899.*